

OPM Procedure to Receive State E-mail on a Personal Wireless Device

- Staff member initiates request by completing the following:
 1. OPM Purchase Request Form A-9 available at [Purchase Request \(A-9\)](#), which shall include the business need in the justification section of the form
 2. Acknowledgement of Receipt Form, Personal Wireless Device Policy (see below)
- Staff member submits the completed Form A-9 and signed Acknowledgement of Receipt Form to their division head for review
- Staff member's division head reviews and either approves or disapproves the Form A-9
- Approved Form A-9 and signed Acknowledgement of Receipt Form is forwarded to the Chief Administrative Officer for final review by the Secretary and/or Deputy Secretary
- Form A-9s approved by the Secretary and/or Deputy Secretary are forwarded to OPM's Information Systems Support group to submit a Telecommunications Service Request (TSR) to the Bureau of Enterprise Systems and Technology (BEST)
- BEST sends the staff member an invitation via email to install and configure the software on their personal wireless device
- BEST charges OPM a setup fee of \$144.00 and a subsequent annual renewal fee of \$25.00 each September thereafter for each license

NOTE: Staff authorized to receive state e-mail on a personal wireless device will not be able to continue to use a state provided wireless device. Staff must return their state provided wireless device and all related accessories to the Information Systems Support Unit upon activation of e-mail service to a personal wireless device.

Any questions regarding this procedure should be directed to the Information Systems Support Unit at 418-6436.

Acknowledgement of Receipt Form
Personal Wireless Device Policy

I have received and reviewed the State of Connecticut Enterprise Information Systems and Telecommunications Personal Wireless Device Policy. I understand and agree to adhere to the provisions of the Policy.

Signature

Print Name

Date